



HRAPAY

AGENCY PAYROLL

Chapter 6 – Catastrophic Leave

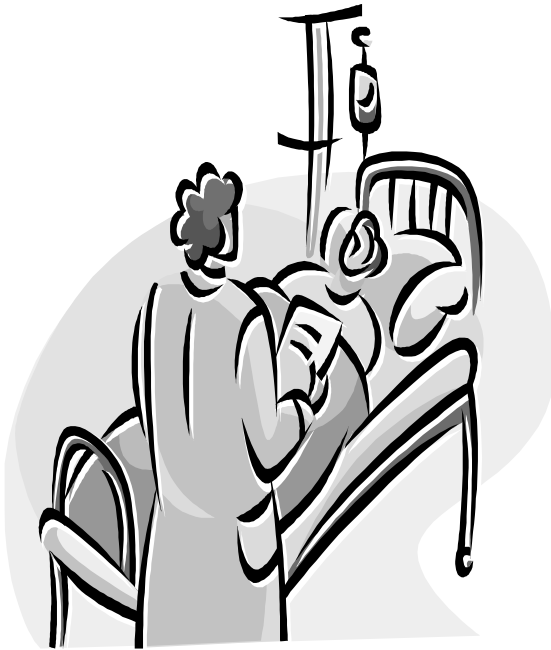
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09/16/04 Revised to V3

6-1

This process is used by the Agency Central Time Management role to process approved employee's donations and withdrawals (awards) from/to an Agency Catastrophic Leave Bank.

An employee will submit a formal request to donate leave to the Catastrophic Leave Pool or apply for an award (withdrawal) of Catastrophic Leave hours. Both requests must be approved before it is processed in AASIS.

Catastrophic Leave



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6-2

There are five activities used to establish the catastrophic leave transactions between the employee and the catastrophic leave pool: (1) Designate the catastrophic leave pool that the employee may donate hours to or receive hours from; (2) Process approved employee donation to the pool; (3) Process approved employee request for hours from the pool; (4) Process transfer of annual and/or sick leave that was accrued while on catastrophic leave, from employee leave account to the catastrophic leave pool; and (5) Process transfer of unused catastrophic leave back to catastrophic leave pool



Demonstration

Catastrophic Leave Pool Relationship (PA61)

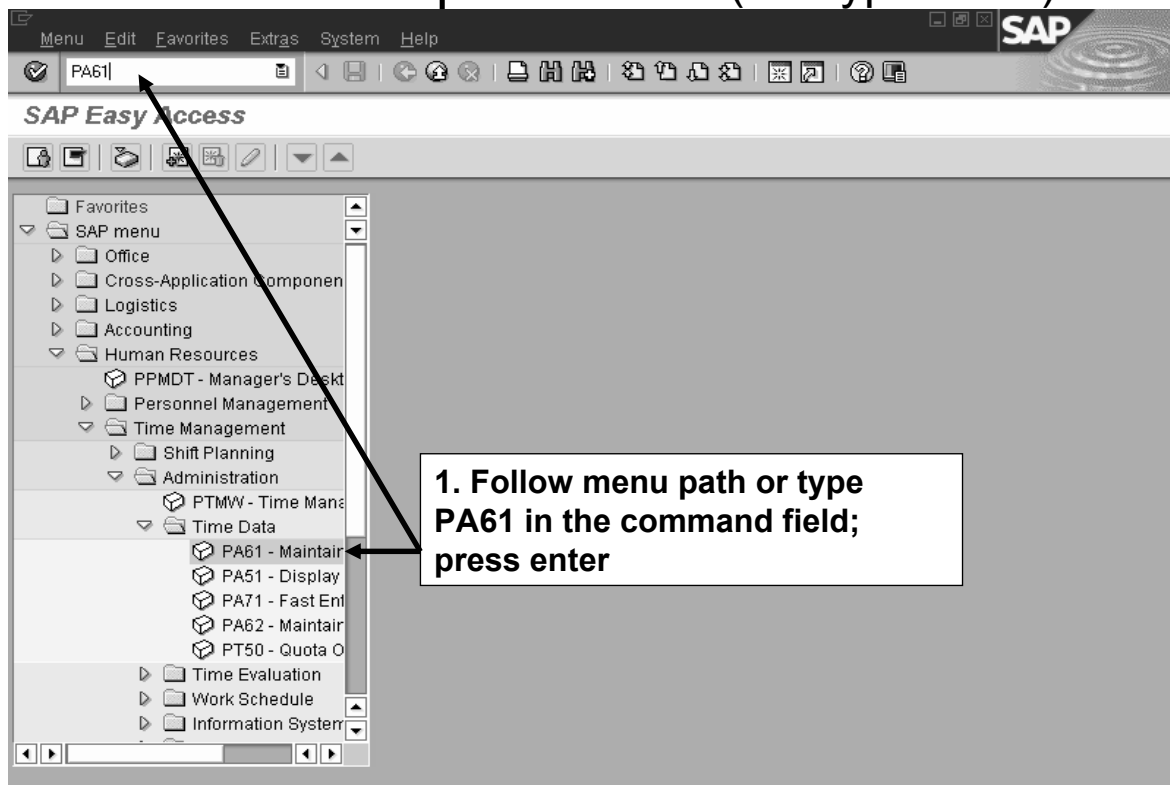




EXERCISE SCENARIO

An employee has submitted a approved request to donate 40 hours of annual leave to the Catastrophic Leave Pool. Process the donation in AASIS.

Catastrophic Leave (Infotype 0696)



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The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.



Catastrophic Leave (Infotype 0696)

SAP

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

List entry Week Month Year

Personnel no. 136
Name Angela Anderson
EE group 1 Regular State ... Pers.area FA01 DFA
EE subgroup UE Employee Cost Center 383245 Budget Bandits

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
Period
Fr. To
Today Curr.week
All Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype STy

2. Type personnel number; press enter

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6-6

Always verify the employee's name before you process any master data changes.

Catastrophic Leave (Infotype 0696)

3. Enter From date and 12/31/9999 in the To field

4. Type 0696 in the Infotype field

5. Click the drop-down icon

Personnel no. 136
Name Angela Anderson
EE group 1 Regular State ... Pers.area FA01 DFA
EE subgroup UE Employee Cost Center 383245 Budget Bandits

Working times Weekly calendar/addtl data

Infotype text E..
Absences
Attendances
Time Events
Overtime
Substitutions

Period
Period
Fr. 08/16/04 To 12/31/9999
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

Direct selection
Infotype 0696 STy

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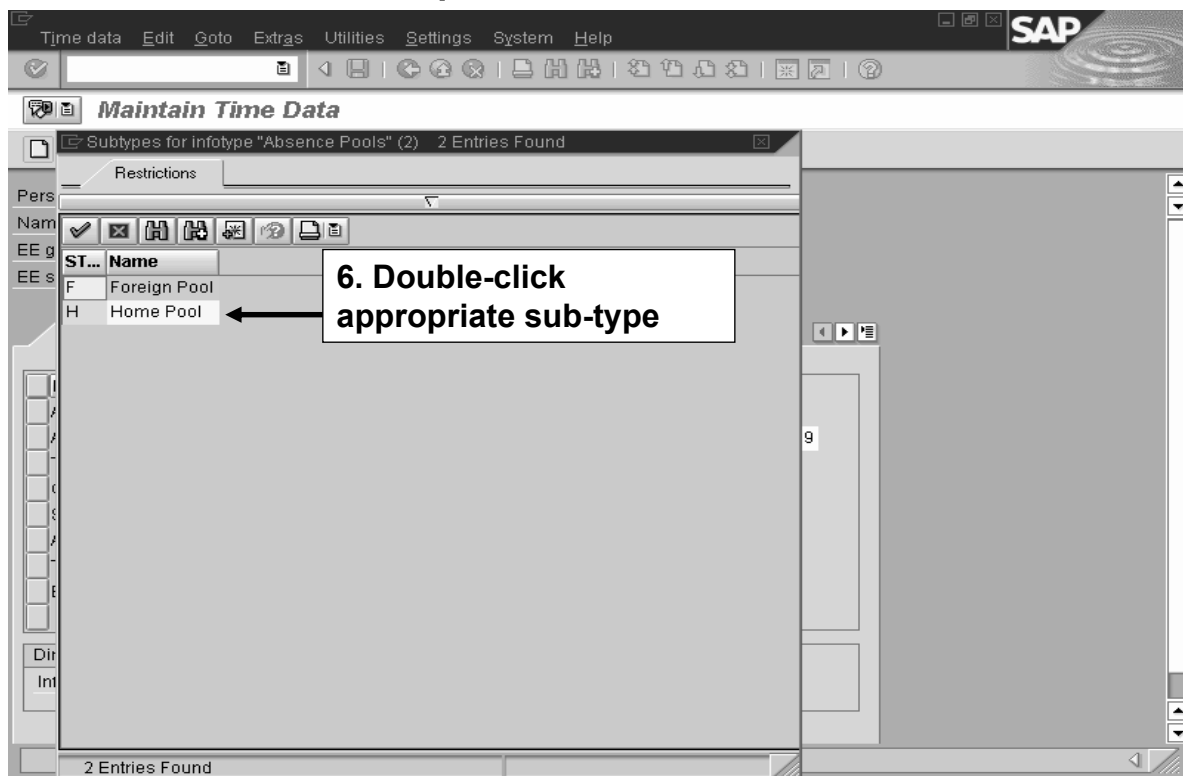
6-7

By entering the end date of 12/31/9999, you will only have to establish relationship to the approved catastrophic leave pool once.

Infotype 0696 is Absence Pools used to establish the employee's relationship to the catastrophic leave pool.

Note: This infotype must be created before processing any leave donations and/or leave withdrawals to/from the Catastrophic Leave Pool.

Catastrophic Leave (Infotype 0696)



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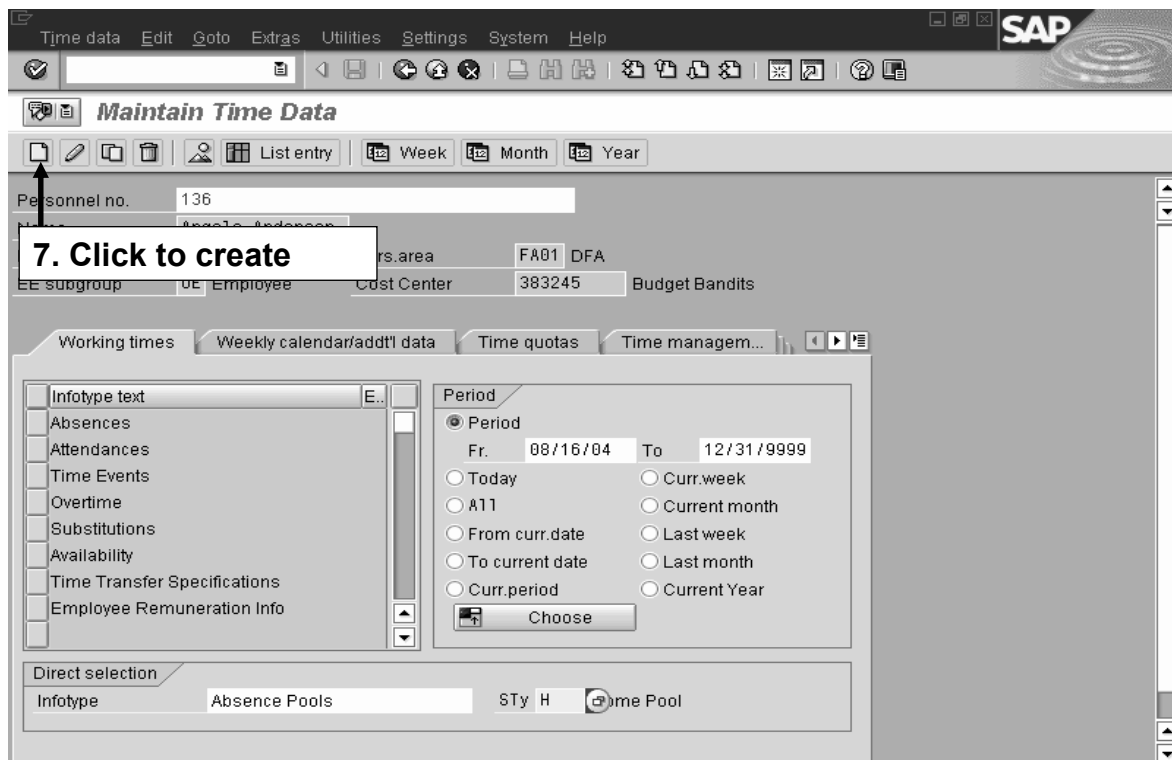
6-8

Note: The original relationship is assigned to the home pool. When donating or awarding leave and additional hours are needed than what the home pool has, the employee can be assigned to a foreign pool within their Agency.

A foreign pool will be defined as anything outside of the employee's subarea. (For example, an employee in NEL1 subarea, the home pool will be N1 and the foreign pool could be O1).

It is the Agency's responsibility to insure that there are sufficient hours in all leave pools.

Catastrophic Leave (Infotype 0696)



7. Click to create

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6-9

The home pool will be identified based upon the employee's personnel subarea assigned on Infotype 0001 (Organizational Assignment)

For example: An employee with the subarea of: NEL1 - the Agency's leave pool ends with N1;

**NEL3 – the Agency's leave pool ends with N3
OAL1, OBL1, OCL1 – the Agency's leave pool ends with O1**

OAL3, OBL3, OCL3 – the Agency's leave pool ends with O3



Catastrophic Leave (Infotype 0696)

Infotype Edit Goto Extras System Help

Create Absence Pools

Personnel No 136 Name Angela Status Active

EE group 1 Regular State Em... Personnel ar FA01 DFA

EE subgroup UE Employee SSN 777-32-6500

Start 08/16/2004 bis 12/31/9999

Absence Pools

Pool ID

- Riverside Vo-Tech O1
- Department of Workforce Ed O1
- Dept of Finance and Admin O1
- Department of Health O1
- Black River Tech O1
- Ozarka Tech O1
- Department of Human Services O1
- AR Dept of Economic Development O1
- Employment Security Division O1
- Dept of Parks and Tourism O1

8. Click the drop down and choose the appropriate pool

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6-10

Choose the appropriate pool within your Agency.

Remember the home pool will be displayed based upon the employee's personnel subarea



Catastrophic Leave (Infotype 0696)

Infotype Edit Goto Extras System Help

9. Click to validate

10. Click to save

Create Absence Pools

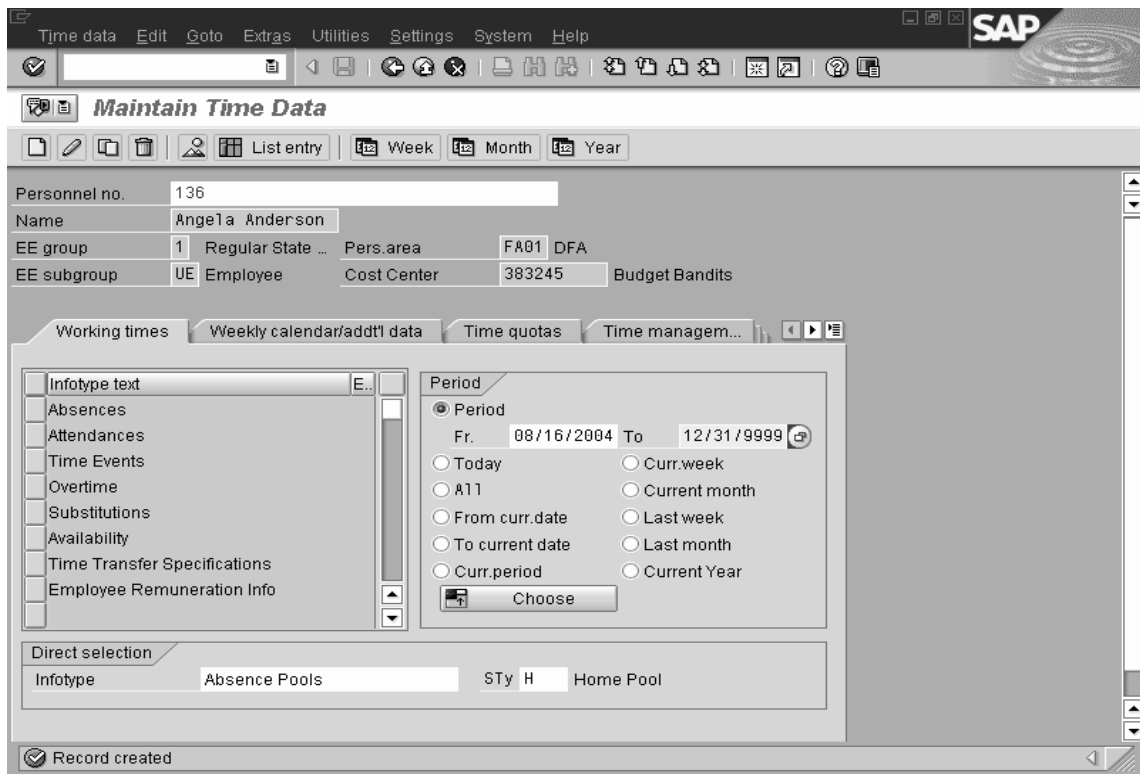
EE subgroup UE Employee SSN 777-32-6500

Start 08/16/2004 bis 12/31/9999

Absence Pools

Pool ID Dept of Finance and Admin 01

Catastrophic Leave (Infotype 0696)



The screenshot shows the SAP 'Maintain Time Data' interface. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and contains a list of fields for employee information:

- Personnel no.: 136
- Name: Angela Anderson
- EE group: 1 Regular State ... Pers.area: FA01 DFA
- EE subgroup: UE Employee Cost Center: 383245 Budget Bandits

Below the fields are tabs for 'Working times', 'Weekly calendar/addtl data', 'Time quotas', and 'Time managem...'. The 'Working times' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' area has a date range from 08/16/2004 to 12/31/9999 and several radio button options for selection. At the bottom, there is a 'Direct selection' section with 'Infotype' set to 'Absence Pools' and 'STy H' selected. A status bar at the bottom left indicates 'Record created'.

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6-12

You will receive a message stating, “Record created”. You have established a pool relationship where the employee can donate hours to and be awarded hours from. You may establish other relationships if desired. An employee may only have one (1) home pool establishment and up to three (3) foreign pool establishments. To establish other relationships, repeats steps 5 – 10.

If the employee transfers to another Business area in AASIS, his/her Catastrophic Leave Pool relationship must end and a new relationship created at the new Agency.

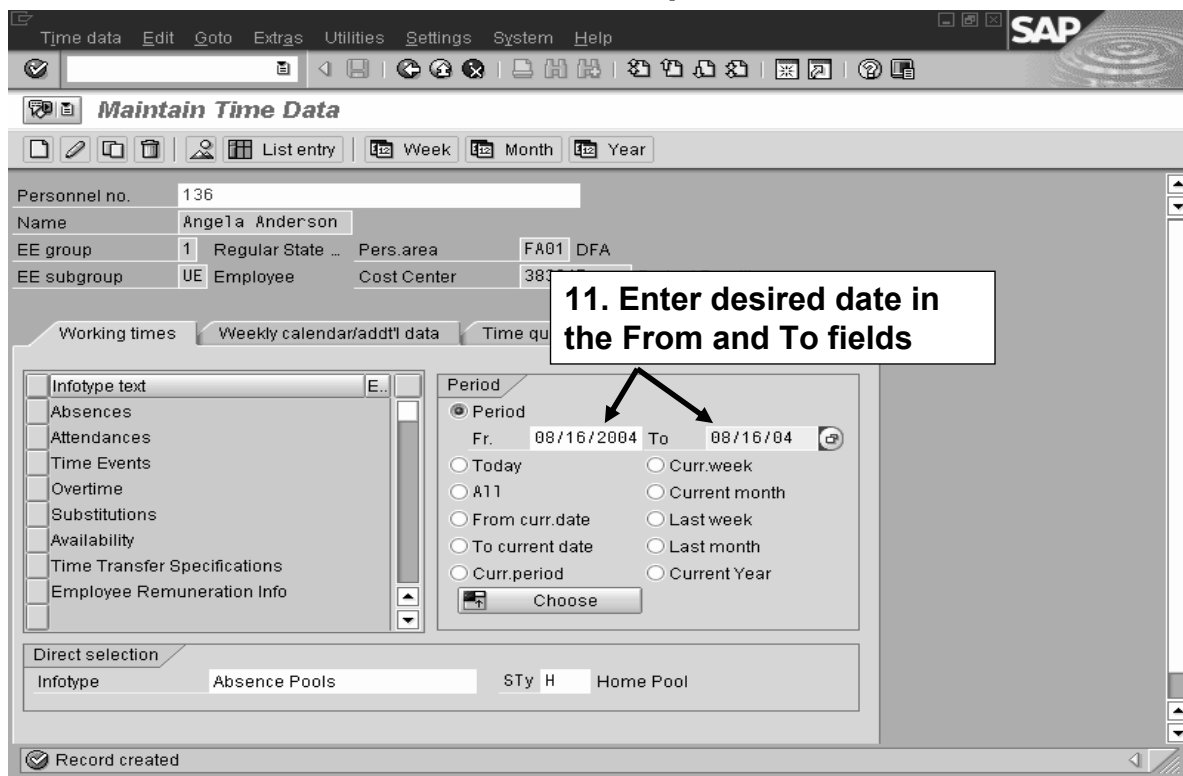


Demonstration

Donate to Catastrophic Leave Pool (PA61)



Donate to Catastrophic Leave Bank



11. Enter desired date in the From and To fields

Personnel no. 136
Name Angela Anderson
EE group 1 Regular State ... Pers.area FA01 DFA
EE subgroup UE Employee Cost Center 383

Working times Weekly calendar/addtl data Time qu

Infotype text E...
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
☒ Period
Fr. 08/16/2004 To 08/16/04
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year

Direct selection
Infotype Absence Pools STy H Home Pool

Record created

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6-14

Use these steps to process the actual donation of hours to the catastrophic leave pool. **If the establishment has not occurred in AASIS first, you will receive an error message.**

The date in the From and To field must be the same.



Donate to Catastrophic Leave Bank

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 136
Name Angela Anderson
EE group 1 Regular State ... Pers.area FA01 DFA
EE subgroup UE Employee Cost Center 383245 Budget Bandits

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E..
Actions ☒
Personal Data ☒
Organizational Assignment ☒
Addresses ☒
Basic Pay ☒
Family ☐
Residence ☐
Additional ☐
Communication ☐

Period
☒ Period
Fr. 08/16/2004 To 08/16/2004
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ Last month ☐ Current Year

Direct selection
Infotype 0613 STy

12. Enter 0613 in the Infotype field; press enter

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6-15

Infotype 0613 is Absence Donation/Withdraw US.



Donate to Catastrophic Leave Bank

Maintain Time Data

Personnel no. 136
Name Angela Anderson
EE group 1 Regular State ... Pers.area FA01 DFA
EE subgroup UE Employee Cost Center 383245 Budget Bandits

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

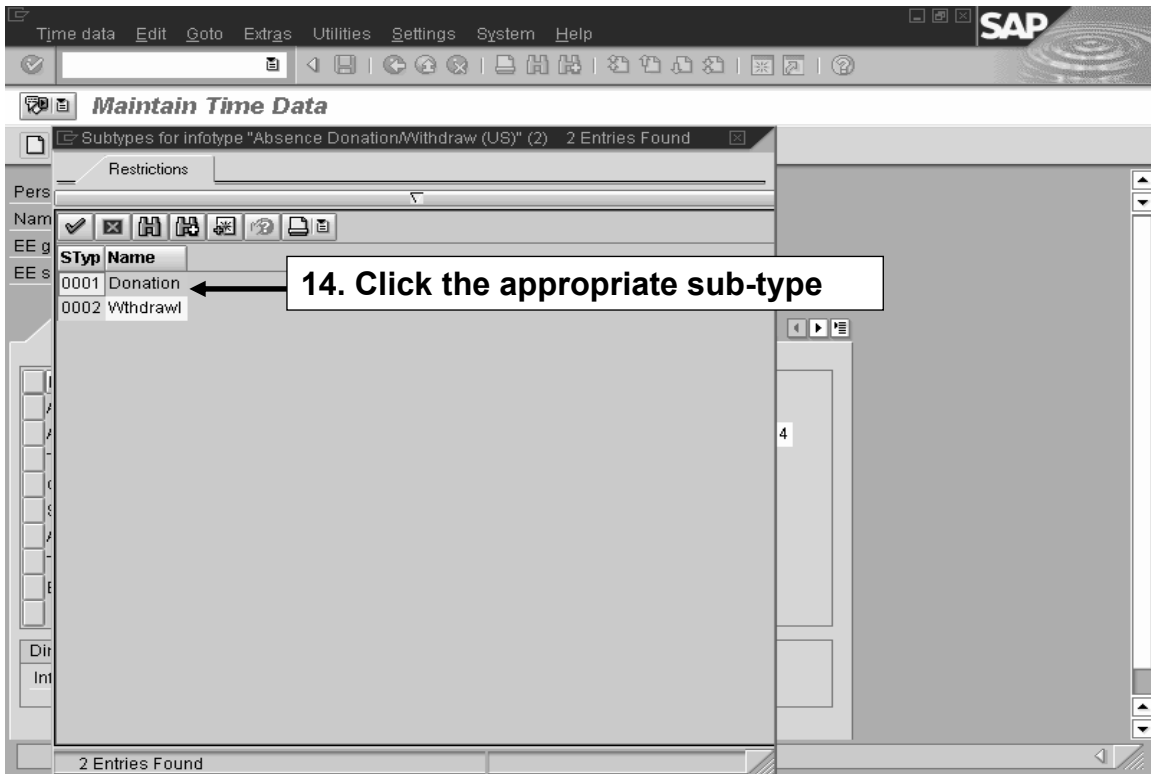
Period
Period
Fr. 08/16/2004 To 08/16/2004
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From our date ☐ Last week
nth
Year

Direct selection
Infotype Absence Donation/Withdraw (...) STy |

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Donate to Catastrophic Leave Bank



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6-17

0001 Donation - will be used when employee desires to donate annual or sick leave; transfer unused catastrophic leave back to pool; transfer accrued annual and/or sick leave back to leave pool.

This action will reduce employees quota upon saving. A 0416 (Time Quota Compensation) infotype will also be created. This will not result in a payout to the employee.



Donate to Catastrophic Leave Bank

Time data Edit Goto Extras Utilities Settings System Help

SAP

Maintain Time Data

List entry Week Month Year

Personnel no. 136

Anderson

Regular State ... Pers.area FA01 DFA

Employee Cost Center 383245 Budget Bandits

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E..

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Period

Fr. 08/16/2004 To 08/16/2004

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Curr.period ☐ Current Year

Choose

Direct selection

Infotype Absence Donation/Withdraw (...) STy 0001 Donation

15. Click to create

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09/16/04, Revised to V3

6-18



Donate to Catastrophic Leave Bank

Infotype Edit Goto Extras System Help

Create Absence Donation/Withdraw (US)

Personnel No 136 Name Angela Status Active

EE group 1 Regular State Em... Personnel ar FA01 DFA

EE subgroup UE Employee SSN 777-32-6500

Start 08/16/2004

Absence Donation/Withdraw (US)

Abs.quota type

Number/unit

☒ Home Pool

Home Pool ID Dept of Finance and Admin 01

☐ Foreign Pool

Foreign Pool ID

☐ Employee

☐ Amount Related

Personnel no.

Target Abs. quota

☐ External Recipient

Ext. Person

Absence Quota Type

16. Click the drop-down and choose appropriate absence quota

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09/16/04, Revised to V3

6-19

The employee is only allowed to donate annual or sick leave to the catastrophic leave pool.



Donate to Catastrophic Leave Bank

Infotype Edit Goto Extras System Help

SAP

Create Absence Donation/Withdraw (US)

Personnel No 136 Name Angela Status Active

EE group 1 Regular State Em... Personnel ar FA01 DFA

EE subgroup UE Employee SSN 777-32-6500

Start 08/16/2004

Absence Donation/Withdraw (US)

Abs.quota type Annual Leave

Number/unit 40

17. Type desired number of hours

☒ Home Pool

Home Pool ID Dept of Finance and Admin O1

☐ Foreign Pool

Foreign Pool ID

☐ Employee

☐ Amount Related

Personnel no.

Target Abs. quota

☐ External Recipient

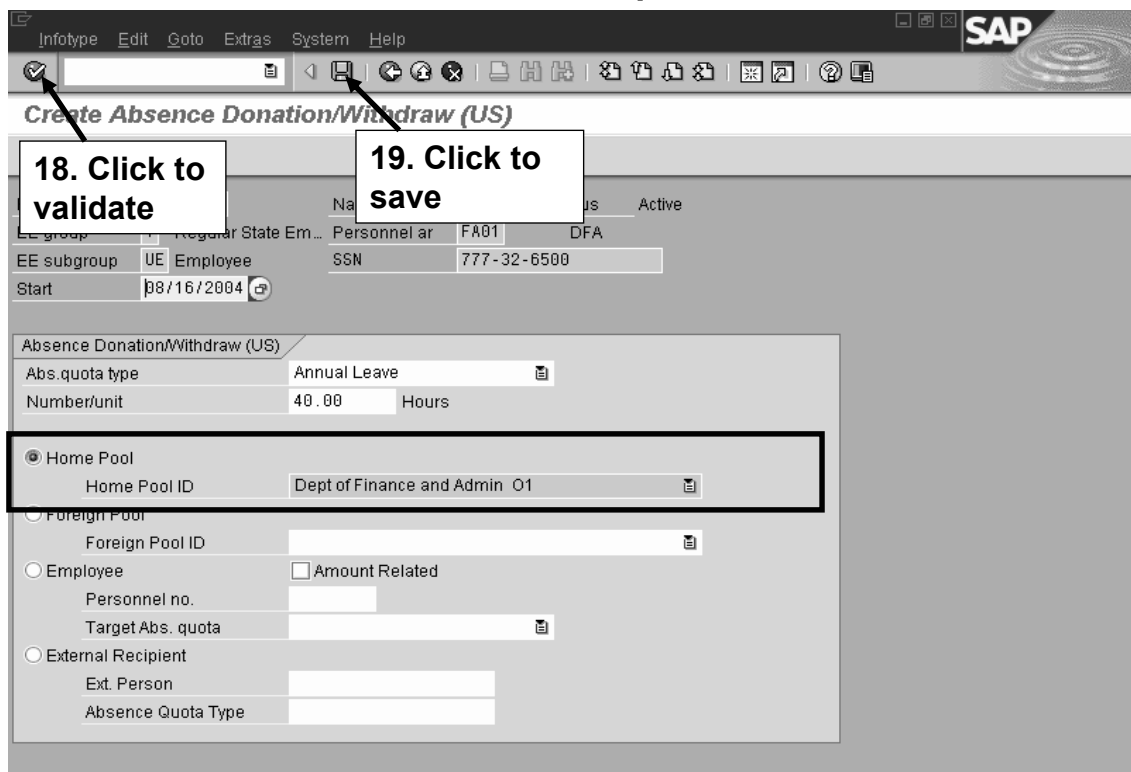
Ext. Person

Absence Quota Type

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6-20

Donate to Catastrophic Leave Bank



18. Click to validate

19. Click to save

Create Absence Donation/Withdraw (US)

Na... us Active

EE subgroup UE Employee SSN 777-32-6500

Start 08/16/2004

Absence Donation/Withdraw (US)

Abs. quota type Annual Leave

Number/unit 40.00 Hours

☒ Home Pool

Home Pool ID Dept of Finance and Admin 01

☐ Foreign Pool

Foreign Pool ID

☐ Employee ☐ Amount Related

Personnel no.

Target Abs. quota

☐ External Recipient

Ext. Person

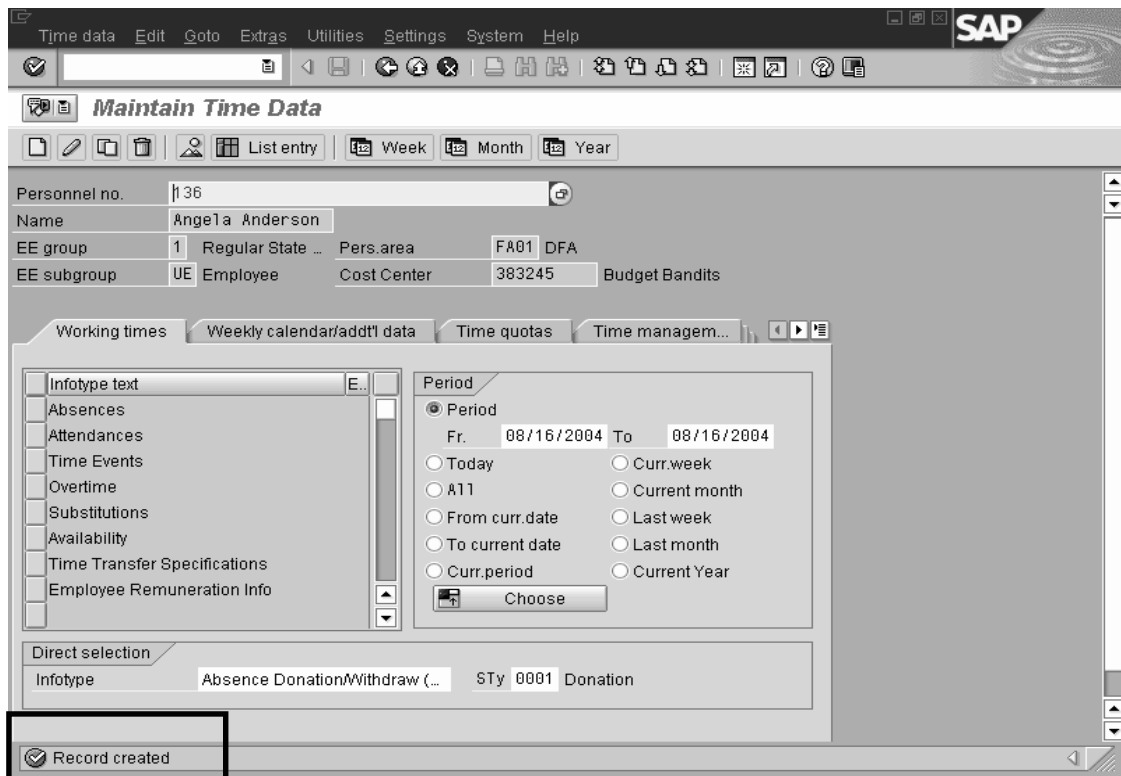
Absence Quota Type

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09/16/04, Revised to V3

6-21

Note: The Home Pool will default based upon the pool selected in establishing the relationship.

Donate to Catastrophic Leave Bank



The screenshot shows the SAP 'Maintain Time Data' interface. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The 'SAP' logo is in the top right corner. Below the menu bar, there are icons for document, list, and other functions. The main area is titled 'Maintain Time Data' and contains a 'List entry' button and tabs for 'Week', 'Month', and 'Year'. The 'Personnel no.' field is set to '136'. The 'Name' field is 'Angela Anderson'. The 'EE group' is '1 Regular State ...'. The 'Pers.area' is 'FA01 DFA'. The 'EE subgroup' is 'UE Employee'. The 'Cost Center' is '383245'. The 'Budget Bandits' field is empty. Below this, there are tabs for 'Working times', 'Weekly calendar/addtl data', 'Time quotas', and 'Time managem...'. The 'Time quotas' tab is selected. On the left, there is a list of infotypes: 'Infotype text', 'Absences', 'Attendances', 'Time Events', 'Overtime', 'Substitutions', 'Availability', 'Time Transfer Specifications', and 'Employee Remuneration Info'. The 'Infotype text' is selected. On the right, there is a 'Period' section with a date range 'Fr. 08/16/2004 To 08/16/2004'. Below this, there are radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is at the bottom. Below the 'Period' section, there is a 'Direct selection' section with 'Infotype' set to 'Absence Donation/Withdraw (...)' and 'STy' set to '0001 Donation'. At the bottom left, there is a 'Record created' button with a checkmark icon.

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09/16/04, Revised to V3

6-22

Remember this action will reduce the employee's quota upon saving. It will also produce a Infotype 0416 (Time Quota Compensation) record for tracking purposes only.



Catastrophic Leave

InfotypeEditGotoExtrasSystemHelp

SAP

Display Time Quota Compensation

Personnel No.

EE group1Regular State Em...Personnel arFA01DFA

WS ruleOPEN08Open Sch...SSN777-32-6500

Start08/16/2004Chg.10/08/2004DMHILL02

Comp. method1800Free Quota Compensation

Compensation specifications

Time quota type01Annual Leave

Compensation rule000

No. to compensate40.00000

☒ Do not account

Compensation using default

Manual compensation

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	VT	Amount	Curr...	Deduction
01	Annual Leave	104.00000	Hours	40.00000	64.00000		0.00		<input checked="" type="checkbox"/> 09/16/2003

The “Do not account” box will be checked upon default indicating the hours listed will not be compensated.



Demonstration

Catastrophic Leave Pool Relationship (PA61)

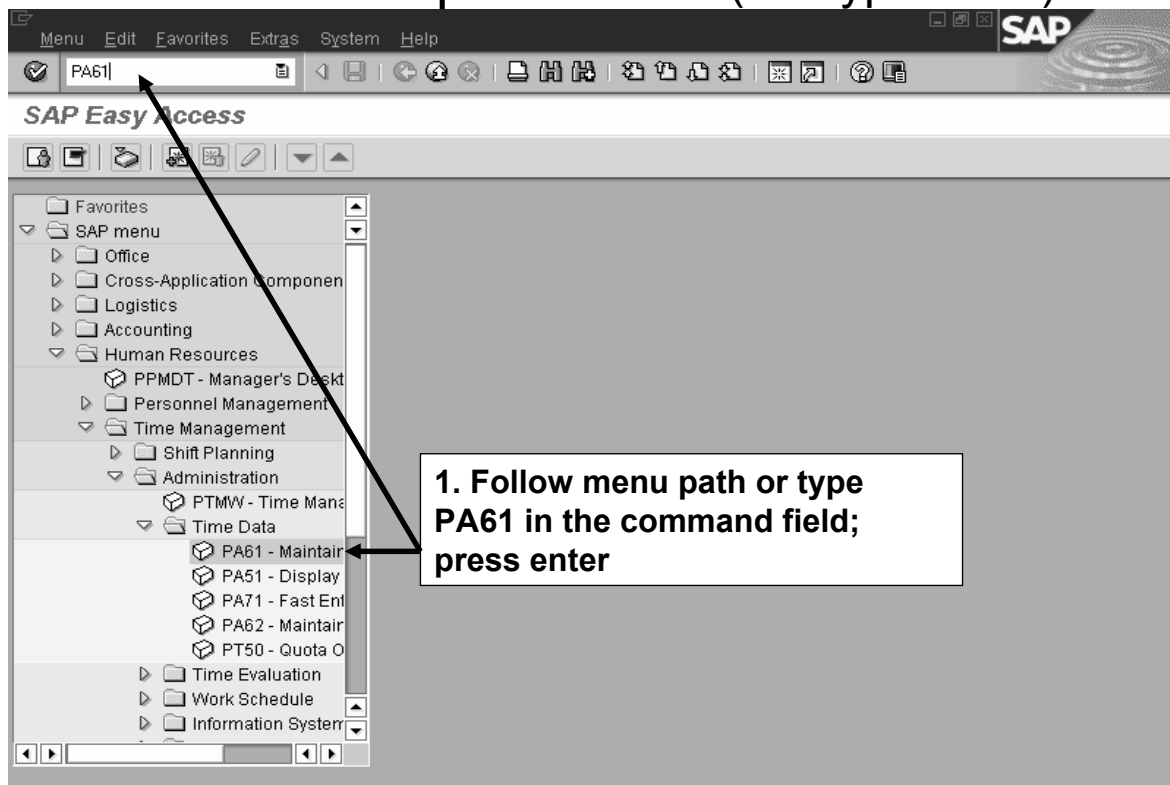




EXERCISE SCENARIO

An employee has been approved by the Catastrophic leave committee an award of 200 leave hours. Process the withdrawal in AASIS

Catastrophic Leave (Infotype 0696)



AASIS Support Center, Diane Hill
09/16/04, Revised to V3

6-26

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.



Catastrophic Leave (Infotype 0696)

Maintain Time Data

Personnel no. 156
Name Albert Abshire
EE group 1 Regular State ... Pers.area FA04 DFA
EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
☒ Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

Direct selection
Infotype STy

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09/16/04, Revised to V3

6-27

Always verify the employee's name before you process any master data changes.

Catastrophic Leave (Infotype 0696)

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 156
Name Albert Abshire
EE group 1 Regular State ... Pers. area FA04 DFA
EE subgroup UE Employee Cost Center 282272 DFA

Working times Weekly calendar/add'l data

Infotype text
Absences
Attendances
Time Events
Overtime
Sick leave

Period
Fr. 08/02/04 To 12/31/9999
Today Curr.week
All Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype 0696 STy

3. Enter From date and 12/31/9999 in the To field

4. Type 0696 in the Infotype field

5. Click the drop-down icon

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09/16/04, Revised to V3

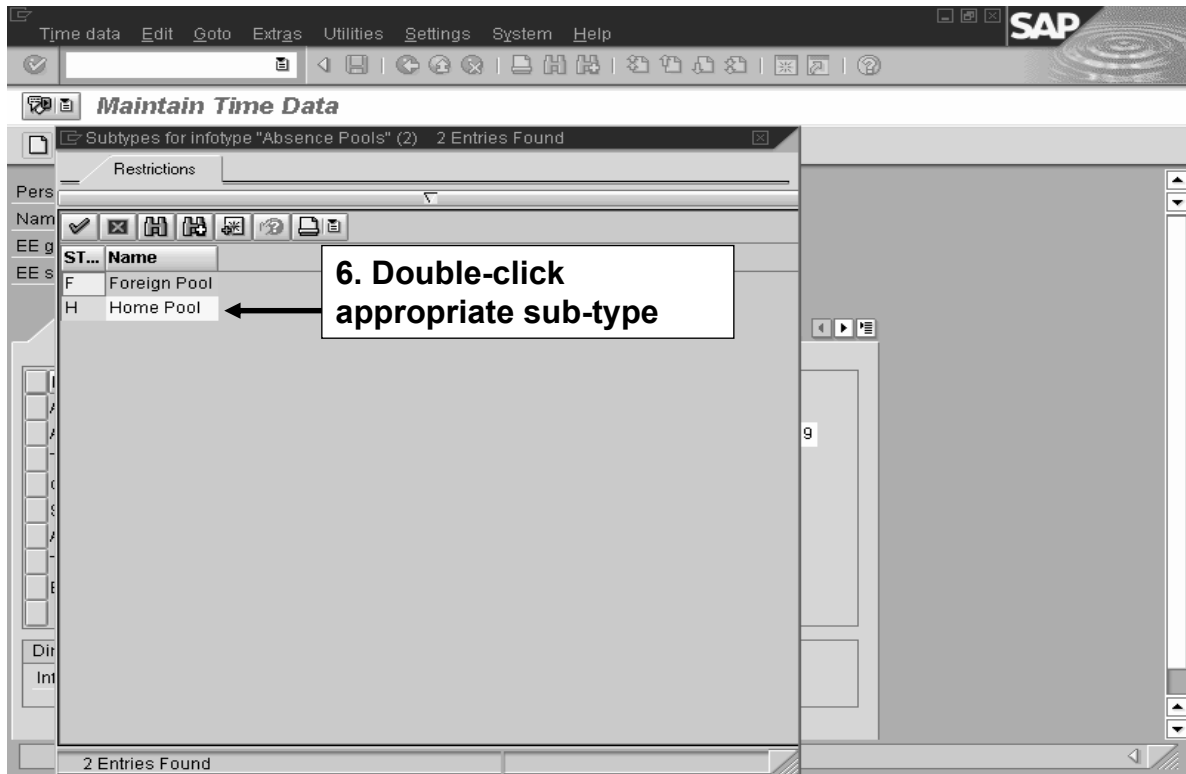
6-28

By entering the end date of 12/31/9999, you will only have to establish relationship to the approved catastrophic leave pool once. **If the employee has an existing home pool establishment within your Agency, skip to step 11.**

Infotype 0696 is Absence Pools used to establish the employee's relationship to the catastrophic leave pool.

Note: This infotype must be created before processing any leave donations and/or leave withdrawals to/from the Catastrophic Leave Pool.

Catastrophic Leave (Infotype 0696)



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09/16/04, Revised to V3

6-29

Note: The original relationship is assigned to the home pool. When donating or awarding leave and additional hours are needed than what the home pool has, the employee can be assigned to a foreign pool within their Business area.

A foreign pool is defined as anything outside of the employee's subarea. (For example, an employee in NEL1 subarea, the home pool will be N1 and the foreign pool could be O1).

It is the Agency's responsibility to insure that there are sufficient hours in all leave pools.



Catastrophic Leave (Infotype 0696)

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 156
Name Albert Abshire
Subarea FA04
Cost Center 383272

7. Click to create

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text Absences Attendances Time Events Overtime Substitutions Availability Time Transfer Specifications Employee Remuneration Info

Period
Fr. 08/02/04 To 12/31/9999
Today Curr.week
All Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype Absence Pools STy H Time Pool

AASIS Support Center, Diane Hill
09/16/04, Revised to V3

6-30

The home pool will be identified based upon the employee's personnel subarea assigned on Infotype 0001 (Organizational Assignment)

For example: An employee with the subarea of:

NEL1 - the Agency's leave pool ends with N1;

NEL3 – the Agency's leave pool ends with N3

OAL1, OBL1, OCL1 – the Agency's leave pool ends with O1

OAL3, OBL3, OCL3 – the Agency's leave pool ends with O3



Catastrophic Leave (Infotype 0696)

Infotype Edit Goto Extras System Help

Create Absence Pools

Personnel No 156 Name Albert Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

EE subgroup UE Employee SSN 777-12-4757

Start 08/02/2004 bis 12/31/9999

Absence Pools

Pool ID

- Northwest Tech Inst N1
- Riverside Vo-Tech N1
- Department of Workforce Ed N1
- Dept of Finance and Admin N1
- Department of Health N1
- Black River Tech N1
- Ozarka Tech N1
- Department of Human Services N1
- AR Dept of Economic Development N1
- Employment Security Division N1

8. Click the drop down and choose the appropriate pool

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09/16/04, Revised to V3

6-31

Choose the appropriate pool within your Agency.

Remember the home pool will be displayed based upon the employee's personnel subarea

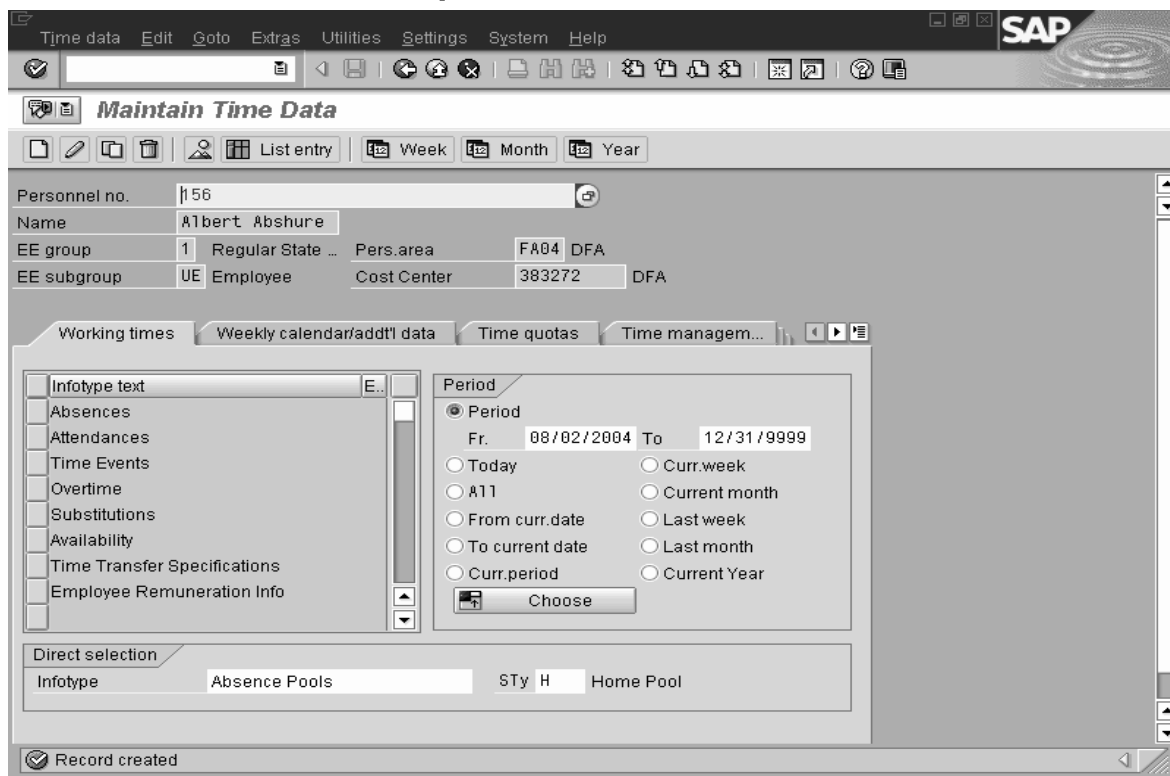


Catastrophic Leave (Infotype 0696)



AASIS Support Center, Diane Hill
09/16/04, Revised to V3

Catastrophic Leave (Infotype 0696)



Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 156

Name Albert Abshire

EE group 1 Regular State ... Pers.area FA04 DFA

EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Period

Fr. 08/02/2004 To 12/31/9999

Today

From curr.date

To current date

Curr.period

Curr.week

Current month

Last week

Last month

Current Year

Choose

Direct selection

Infotype Absence Pools STy H Home Pool

Record created

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09/16/04, Revised to V3

6-33

You will receive a message stating, “Record created”. You have established a pool relationship where the employee can donate hours to and be awarded hours from. You may establish other relationships if desired. An employee may only have one (1) home pool establishment and up to three (3) foreign pool establishments. To establish other relationships, repeats steps 5 – 10.

If the employee transfers to another Business area in AASIS, his/her Catastrophic Leave Pool relationship must end and a new relationship created at the new Agency.

Demonstration

Award Catastrophic Leave (PA61)



AASIS Support Center, Diane Hill
04/26/06, Revised

6-34

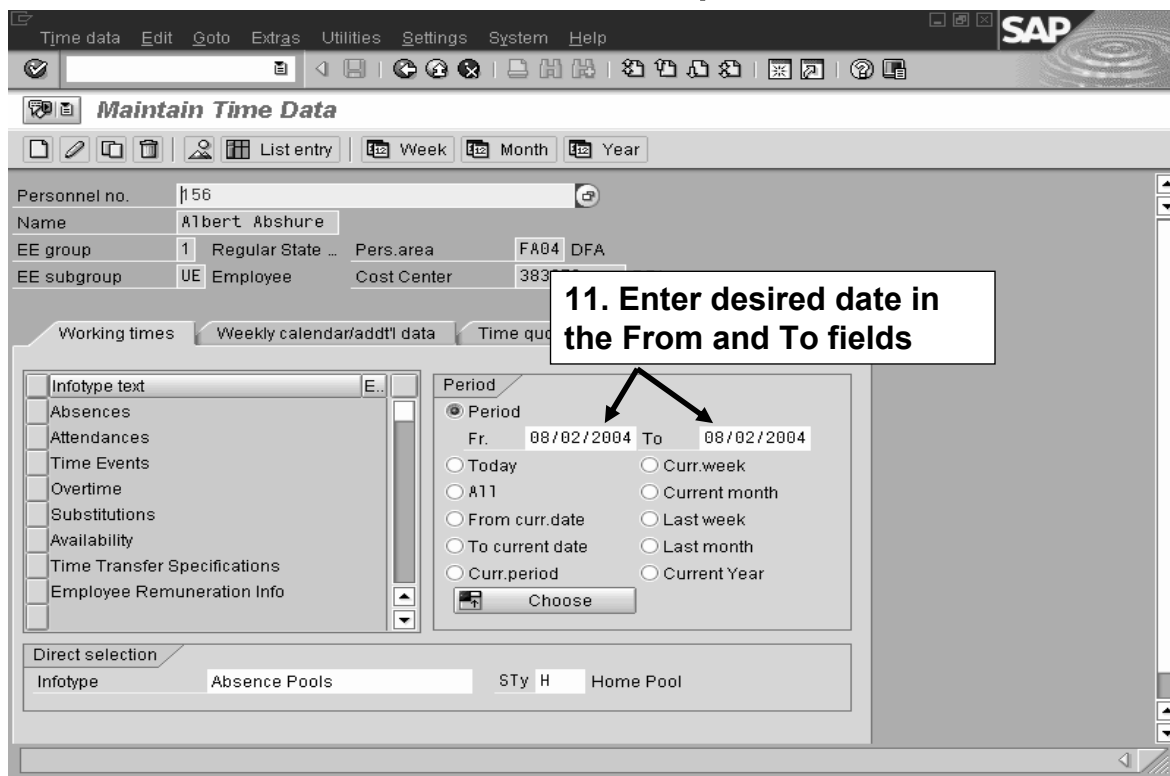


Before creating infotype 0613 (Absence Donation/Withdraw US) to award hours from the catastrophic leave pool, verify that there is an existing Catastrophic Leave quota (08) in Transaction PT50 (Quota overview) using the Expand pushbutton with a validity date of 12/31/9999.

If no quota exists for Catastrophic Leave (08), you must create it in Transaction PA61 (Maintain Time Data) on Infotype 2006 (Absence Quotas) before creating Infotype 0613 (Absence Donation/Withdraw US) and before using the CATL absence type in CATS.

Note: Infotype 2006 creates the quota with a zero balance and Infotype 0613 increases the quota balance.

Award Catastrophic Leave



Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 156

Name Albert Abshire

EE group 1 Regular State ... Pers.area FA04 DFA

EE subgroup UE Employee Cost Center 383

Working times Weekly calendar/addtl data Time qu

11. Enter desired date in the From and To fields

Period

Fr. 08/02/2004 To 08/02/2004

Today Curr.week

All Current month

From curr.date Last week

To current date Last month

Curr.period Current Year

Choose

Direct selection

Infotype Absence Pools STy H Home Pool

AASIS Support Center, Diane Hill
09/16/04, Revised to V3

6-35

Use these steps to process the actual withdrawal of hours from the catastrophic leave pool. **If the establishment has not occurred in AASIS first, you will receive an error message.**

The date in the From and To field must be the same.



Award Catastrophic Leave

Maintain Time Data

Personnel no. 156
Name Albert Abshire
EE group 1 Regular State ... Pers.area FA04 DFA
EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E..
Absences
Attendances
Time Events
Overtime
Substitutions
Availab
Time T
Employ

Period
Fr. 08/02/2004 To 08/02/2004
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ Last month
☐ Current Year

Direct selection
Infotype 0613 STy H Home Pool

12. Enter 0613 in the Infotype field; press enter

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09/16/04, Revised to V3

6-36

Infotype 0613 is Absence Donation/Withdraw US.



Award Catastrophic Leave

SAP

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

List entry Week Month Year

Personnel no. 156
Name Albert Abshire
EE group 1 Regular State ... Pers.area FA04 DFA
EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
Period
Fr. 08/02/2004 To 08/02/2004
Today Curr.week
All Current month
From our date Last week
Month Year

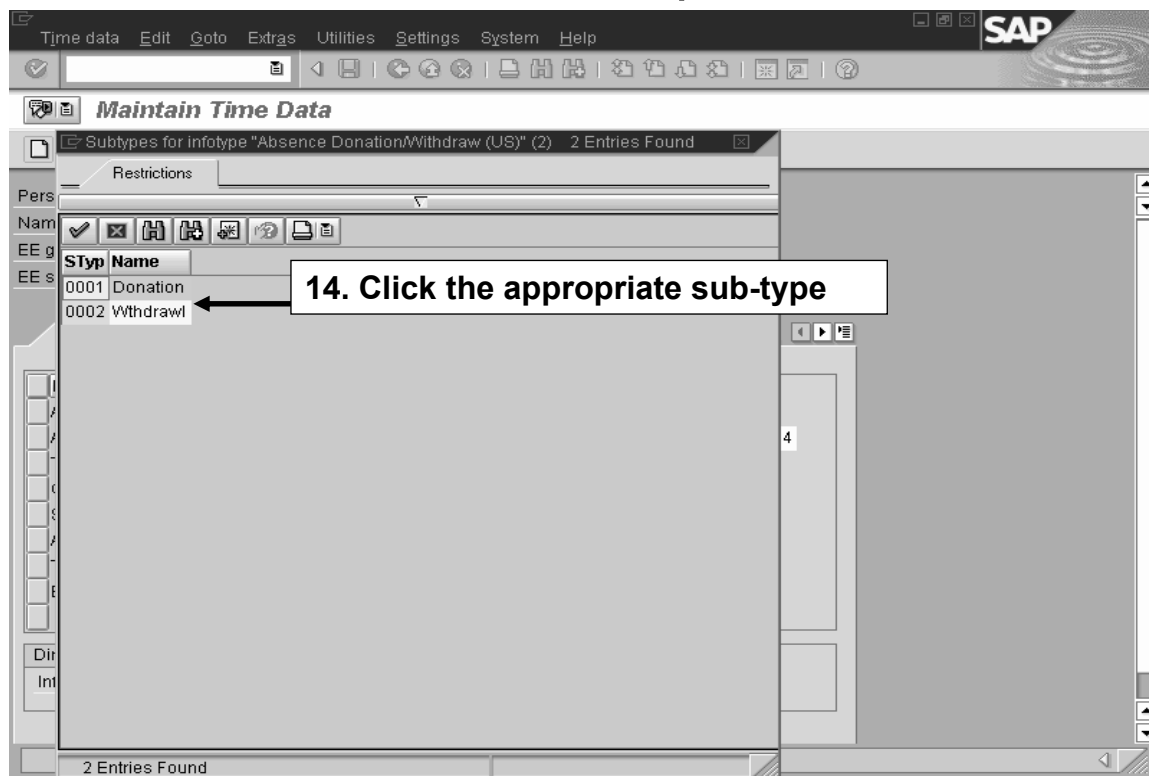
Direct selection
Infotype Absence Donation/Withdraw (...) STy

13. Click the drop-down icon

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6-37

Award Catastrophic Leave



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09/16/04, Revised to V3

6-38

0002 Withdrawal – will be used to award catastrophic leave to employee.

This action will not be made available to the employee's quota balance until the next successful time evaluation run occurs and it will create a 2013 (Quota Correction) record for tracking purposes.



Award Catastrophic Leave

SAP

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 156

Abshure

Regular State ... Pers.area FA04 DFA

Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Period

Fr. 08/02/2004 To 08/02/2004

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Curr.period ☐ Current Year

Choose

Direct selection

Infotype Absence Donation/Withdraw (... STy 0002 Withdrawl

15. Click
to create

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6-39



Award Catastrophic Leave

SAP

Infotype Edit Goto Extras System Help

Create Absence Donation/Withdraw (US)

Personnel No 156 Name Albert Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

EE subgroup UE Employee SSN 777-12-4757

Start 08/02/2004

Absence Donation/Withdraw (US)

Abs. quota type

Number/unit

☒ Home Pool

Home Pool ID

☐ Foreign Pool

Foreign Pool ID

Annual Leave

Sick Leave

Compensatory Time

Compensatory Time (1.5)

Holiday Leave

Military Leave

Employee Birthday

Catastrophic Leave

Disaster Service Leave

Family Medical Leave

16. Click drop-down icon and select Catastrophic leave

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6-40

Choose catastrophic leave absence quota type when awarding leave to employee.



Award Catastrophic Leave

InfotypeEditGotoExtrasSystemHelp

SAP

Create Absence Donation/Withdraw (US)

Personnel No156NameAlbert ...StatusActive

EE group1Regular State Em...Personnel arFA04DFA

EE subgroupUEEmployeeSSN777-12-4757

Start08/02/2004

Absence Donation/Withdraw (US)

Abs. quota typeCatastrophic Leave

Number/unit200

☒ Home Pool

Home Pool IDDept of Finance and Admin N1

☐ Foreign Pool

Foreign Pool ID

17. Type desired number of hours



Award Catastrophic Leave

Infotype Edit Goto Extras System Help

18. Click to validate

19. Click to save

Create Absence Donation/Withdraw (US)

EE subgroup UE Employee SSN 777-12-4757

Start 08/02/2004

Absence Donation/Withdraw (US)

Abs. quota type Catastrophic Leave

Number/unit 200.00 Hours

☒ Home Pool

Home Pool ID Dept of Finance and Admin N1

☐ Foreign Pool

Foreign Pool ID

Save your entries

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6-42

Note: The Home Pool will default based upon the pool selected in establishing the relationship.



Award Catastrophic Leave

Maintain Time Data

Personnel no. 1156
Name Albert Abshire
EE group 1 Regular State ... Pers.area FA04 DFA
EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..

Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
Fr. 08/02/2004 To 08/02/2004
Today Curr.week
All Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype Absence Donation/Withdraw (...) STy 0002 Withdrawl

Record created

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6-43

A successful time evaluation must be run in order for the hours to be made available in the employee's quota balance.

Once a successful time evaluation is run, the time personnel can enter CATL absence type in CAT2 to pay the employee.



Award Catastrophic Leave

Infotype Edit Goto Extras System Help

SAP

Display Quota Corrections

Personal work schedule Activity allocation Cost assignment External services

Personnel No 156 Name Albert Status Active

EE group 1 Regular WS rule MF01 Start 08/02/2004

DEMONSTRATION PURPOSES ONLY

Absence quota type 08 Catastrophic Leave

Change accrual entitlement

Quota number 200.00000 Hours

☒ Increase generated entitlement
☐ Reduce generated entitlement
☐ Replace generated entitlement

Change transfer time

Transfer Only transfer quota correction immediately

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09/16/04, Revised to V3



Demonstration

Transfer Accrued Leave to Catastrophic Pool (PA61)



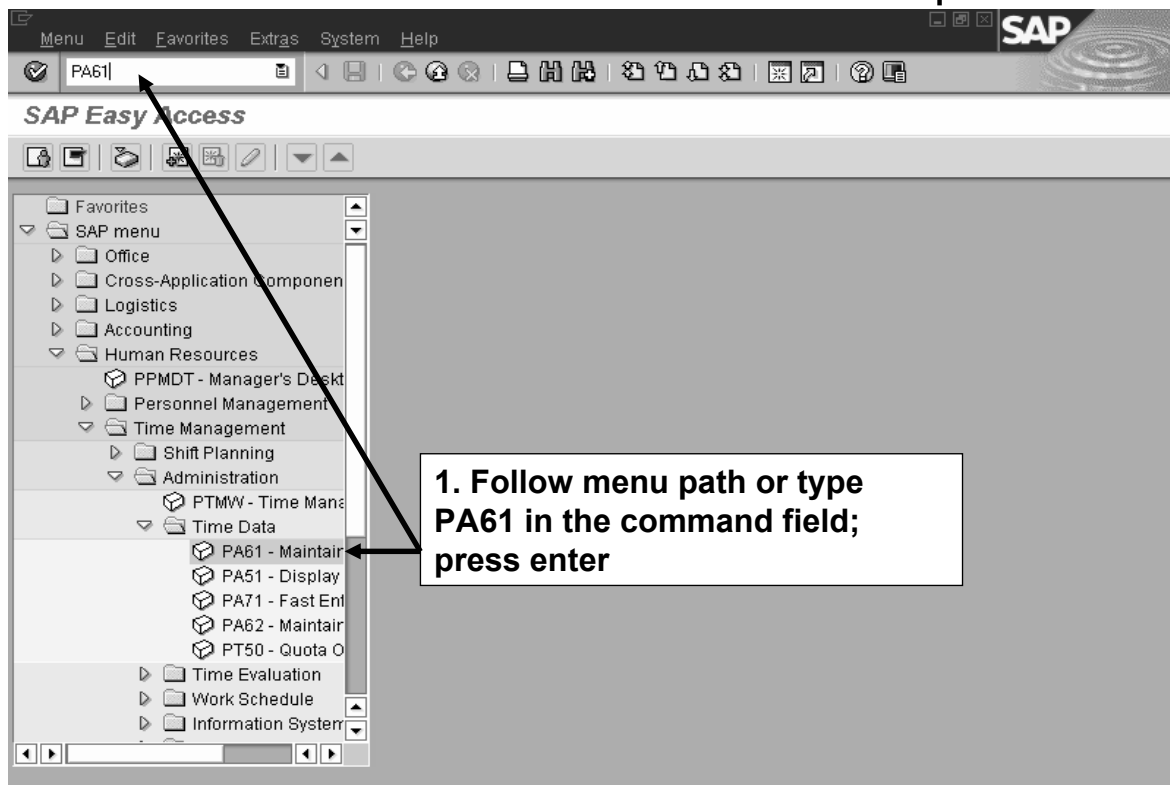


EXERCISE SCENARIO

An employee has accrued sick and annual leave while on Catastrophic Leave. Process PA61 to transfer the hours back to the Catastrophic Leave pool.

When an employee is on catastrophic leave, which is paid status, they will earn annual and sick leave. This leave will have to be transferred from the employee's quota balance to the catastrophic leave pool.

Transfer Accrued Leave to Catastrophic Pool

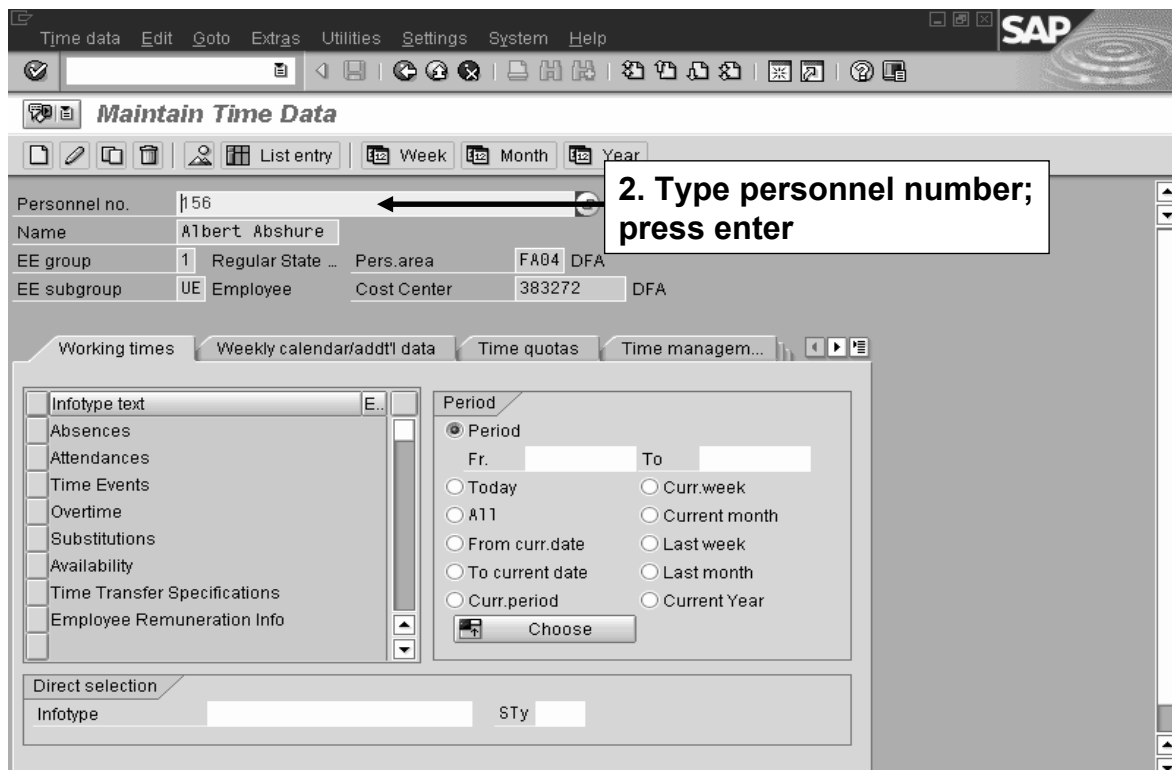


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09/16/04, Revised to V3

6-47

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

Transfer Accrued Leave to Catastrophic Pool



The screenshot shows the SAP 'Maintain Time Data' screen. At the top is a menu bar with 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form for employee data. A callout box with an arrow points to the 'Personnel no.' field, containing the text: '2. Type personnel number; press enter'. The form fields are as follows:

Personnel no.	156		
Name	Albert Abshire		
EE group	1	Regular State ...	Pers.area FA04 DFA
EE subgroup	UE	Employee	Cost Center 383272 DFA

Below the form are tabs for 'Working times', 'Weekly calendar/addtl data', 'Time quotas', and 'Time managem...'. A 'Period' selection dialog is open, showing options for 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is at the bottom of the dialog. At the bottom of the screen, there is a 'Direct selection' section with an 'Infotype' field and an 'STy' field.

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09/16/04, Revised to V3

6-48

Always verify the employee's name before you process any master data changes.

Transfer Accrued Leave to Catastrophic Pool

The screenshot shows the SAP 'Maintain Time Data' screen for personnel number 156, Albert Abshire. The screen is divided into several sections. The top section contains fields for Personnel no., Name, EE group, EE subgroup, Pers. area, and Cost Center. The middle section has tabs for Working times, Weekly calendar/addtl data, and Time qu. The bottom section contains a list of Infotype text on the left and a Period selection area on the right. The 'Infotype text' list includes Absences, Attendances, Time Events, Overtime, and S. The 'Period' section has radio buttons for Today, A11, From curr.date, To current date, Curr.period, and Curr.week, Current month, Last week, Last month, and Current Year. The 'Direct selection' section at the bottom has an 'Infotype' field with the value 0613 and an 'STy' field with a drop-down icon. Annotations with arrows point to the 'From' and 'To' date fields (09/01/04), the 'Infotype' field (0613), and the 'STy' drop-down icon.

3. Enter desired date in the From and To fields

4. Type 0613 in the Infotype field

5. Click the drop-down icon

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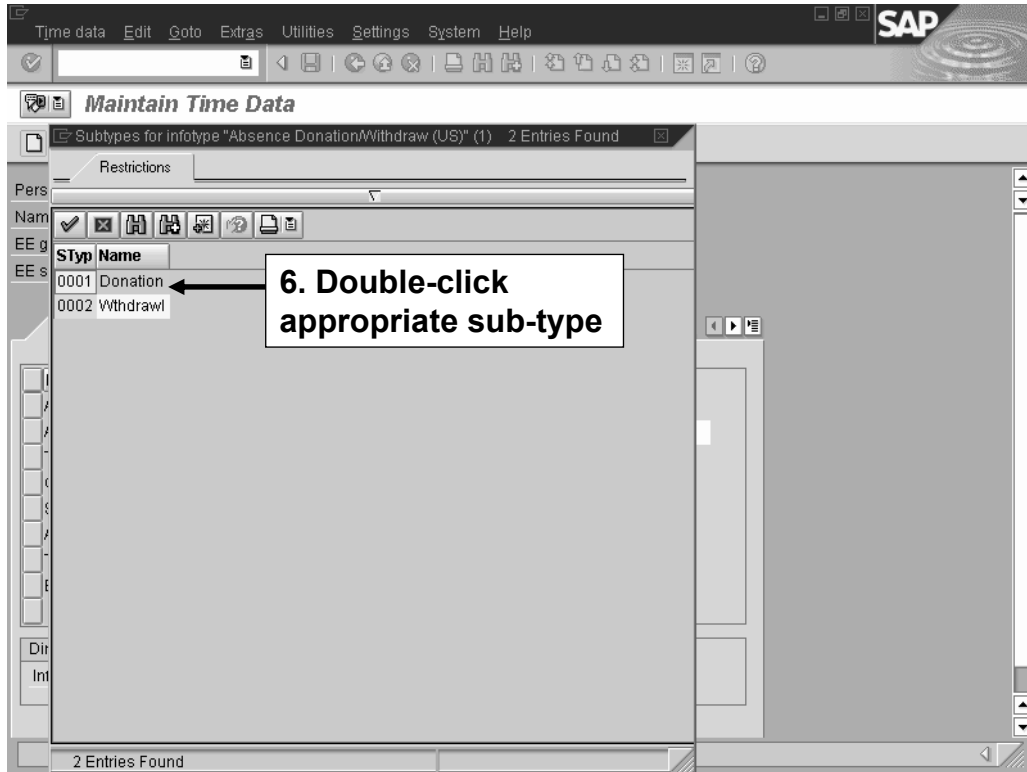
6-49

Use these steps to transfer accrued leave hours to the catastrophic leave pool.

The date in the From and To field must be the same.

Infotype 0613 is Absence Donation/Withdrawal (US)

Transfer Accrued Leave to Catastrophic Pool



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09/16/04, Revised to V3

6-50

0001 Donation - will be used when employee desires to donate annual or sick leave; transfer unused catastrophic leave back to pool; transfer accrued annual and/or sick leave back to leave pool.

This action will reduce employees quota upon saving. A 0416 (Time Quota Compensation) infotype will also be created. This will not result in a payout to the employee.



Transfer Accrued Leave to Catastrophic Pool

Maintain Time Data

Personnel no. 156

7. Click to create

Pers.area FA04 DFA
EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..

Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
Fr. 09/01/04 To 09/01/04
Today Curr.week
All Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype Absence Donation/Withdraw (...) STy 0001 Donation

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09/16/04, Revised to V3



Transfer Accrued Leave to Catastrophic Pool

SAP

Infotype Edit Goto Extras System Help

Create Absence Donation/Withdraw (US)

Personnel No 156 Name Albert Status Active
EE group 1 Regular State Em... Personnel ar FA04 DFA
EE subgroup UE Employee SSN 777-12-4757
Start 09/01/2004

Absence Donation/Withdraw (US)

Abs. quota type
Number/unit
☒ Home Pool
Home Pool ID
☐ Foreign Pool
Foreign Pool ID
☐ Employee ☐ Amount Related
Personnel no.
Target Abs. quota
☐ External Recipient
Ext. Person
Absence Quota Type

Annual Leave
Sick Leave
Employee Birthday
Catastrophic Leave
Dept of Finance and Admin N1

8. Click the drop-down icon and choose appropriate absence quota type

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09/16/04, Revised to V3

6-52



Transfer Accrued Leave to Catastrophic Pool

SAP

Infotype Edit Goto Extras System Help

Create Absence Donation/Withdraw (US)

Personnel No 156 Name Albert Status Active
EE group 1 Regular State Em... Personnel ar FA04 DFA
EE subgroup UE Employee SSN 777-12-4757
Start 09/01/2004

Absence Donation/Withdraw (US)

Abs. quota type Annual Leave
Number/unit 8

9. Type number of hours

☒ Home Pool
Home Pool ID Dept of Finance and Admin N1
☐ Foreign Pool
Foreign Pool ID
☐ Employee
☐ Amount Related
Personnel no.
Target Abs. quota
☐ External Recipient
Ext. Person
Absence Quota Type

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09/16/04, Revised to V3

6-53

These hours would be determined by the number of hours the employee accrued.



Transfer Accrued Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help

10. Click to validate

11. Click to save

Create Absence Donation/Withdraw (US)

Name _____ Active

State Em... Personnel no. _____

EE subgroup UE Employee SSN 777-12-4757

Start 09/01/2004

Absence Donation/Withdraw (US)

Abs. quota type Annual Leave

Number/unit 8.00 Hours

☒ Home Pool

Home Pool ID Dept of Finance and Admin N1

☐ Foreign Pool

Foreign Pool ID _____

☐ Employee ☐ Amount Related

Personnel no. _____

Target Abs. quota _____

☐ External Recipient

Ext. Person _____

Absence Quota Type _____

Save your entries

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Transfer Accrued Leave to Catastrophic Pool

The screenshot shows the SAP 'Maintain Time Data' interface. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The 'SAP' logo is in the top right corner. Below the menu bar, there are icons for various functions. The main area is titled 'Maintain Time Data' and has tabs for 'List entry', 'Week', 'Month', and 'Year'. The 'List entry' tab is active. The screen displays the following data:

Personnel no.	156		
Name	Albert Abshire		
EE group	1 Regular State ...	Pers.area	FA04 DFA
EE subgroup	UE Employee	Cost Center	383272 DFA

Below the data fields, there are tabs for 'Working times', 'Weekly calendar/addtl data', 'Time quotas', and 'Time managem...'. The 'Time quotas' tab is active. On the left, there is a list of infotype text options: Absences, Attendances, Time Events, Overtime, Substitutions, Availability, Time Transfer Specifications, and Employee Remuneration Info. The 'Time Transfer Specifications' option is selected. On the right, the 'Period' section shows the date range 'Fr. 09/01/2004 To 09/01/2004'. Below this, there are radio button options for 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To current date', 'Last month', 'Curr.period', and 'Current Year'. The 'Choose' button is at the bottom of the period selection area. At the bottom of the screen, the 'Direct selection' section shows 'Infotype' as 'Absence Donation/Withdraw (...)' and 'STy' as '0001 Donation'. A status bar at the very bottom indicates 'Record created'.

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09/16/04, Revised to V3

6-55

Process steps 7 through 11 to transfer sick leave quota type if applicable.



Transfer Accrued Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help **SAP**

Display Time Quota Compensation

DEMONSTRATION PURPOSES ONLY

Personnel No. []

EE group 1 Regular State Em... Personnel ar FA04 DFA

WS rule MF01 5x8 Mond... SSN 777-12-4757

Start 09/01/2004 Chg. 10/08/2004 DMHILL02

Comp. method 1800 Free Quota Compensation

Compensation specifications

Time quota type 01 Annual Leave

Compensation rule 000

No. to compensate 8.00000

☒ Do not account

Compensation using default ☒

Manual compensation ☐

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction
01	Annual Leave	96.00000	Hours	8.00000	0.00000		8.00		<input checked="" type="checkbox"/> 09/16/2003

AASIS Support Center, Diane Hill
09/16/04, Revised to V3

6-56

The “Do not account” box will be checked upon default indicating the hours listed will not be compensated.



Transfer Accrued Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help **SAP**

Display Time Quota Compensation

DEMONSTRATION PURPOSES ONLY

Personnel No. T50 Name Albert C. Status Active
EE group 1 Regular State Em... Personnel ar FA04 DFA
WS rule MF01 5x8 Mond... SSN 777-12-4757
Start 09/01/2004 Chg. 10/08/2004 DMHILL02

Comp. method 1800 Free Quota Compensation

Compensation specifications

Time quota type 02 Sick Leave
Compensation rule 000
No. to compensate 8.00000
☒ Do not account

Compensation using default ☒
Manual compensation

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction
02	Sick Leave	96.00000	Hours	8.00000	0.00000		0.00		<input checked="" type="checkbox"/> 09/16/2003

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09/16/04, Revised to V3

6-57



Demonstration

Transfer Unused Catastrophic Leave to Pool (PA61)



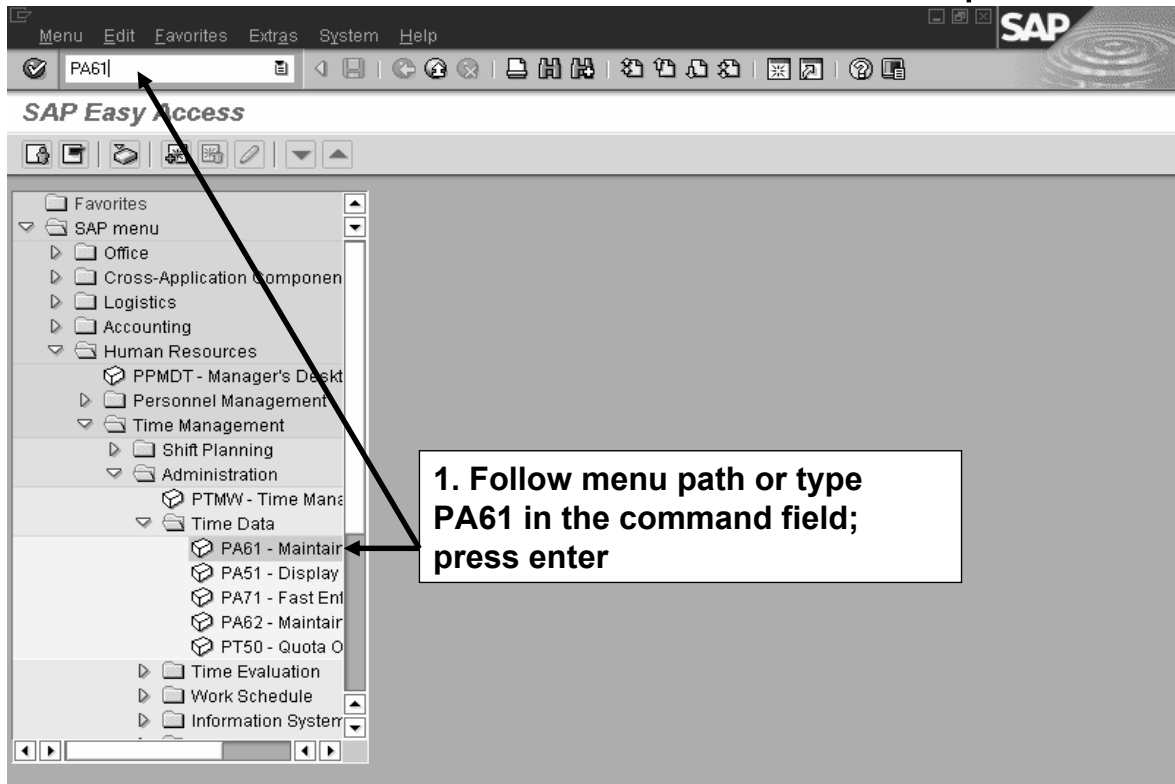


EXERCISE SCENARIO

The employee was granted 200 hours but only used 160. The remaining hours must be transferred back to the Catastrophic leave pool. Process PA61 to transfer unused Catastrophic Leave

Unused catastrophic leave should be processed in a timely manner.

Transfer Unused CAT Leave to Catastrophic Pool

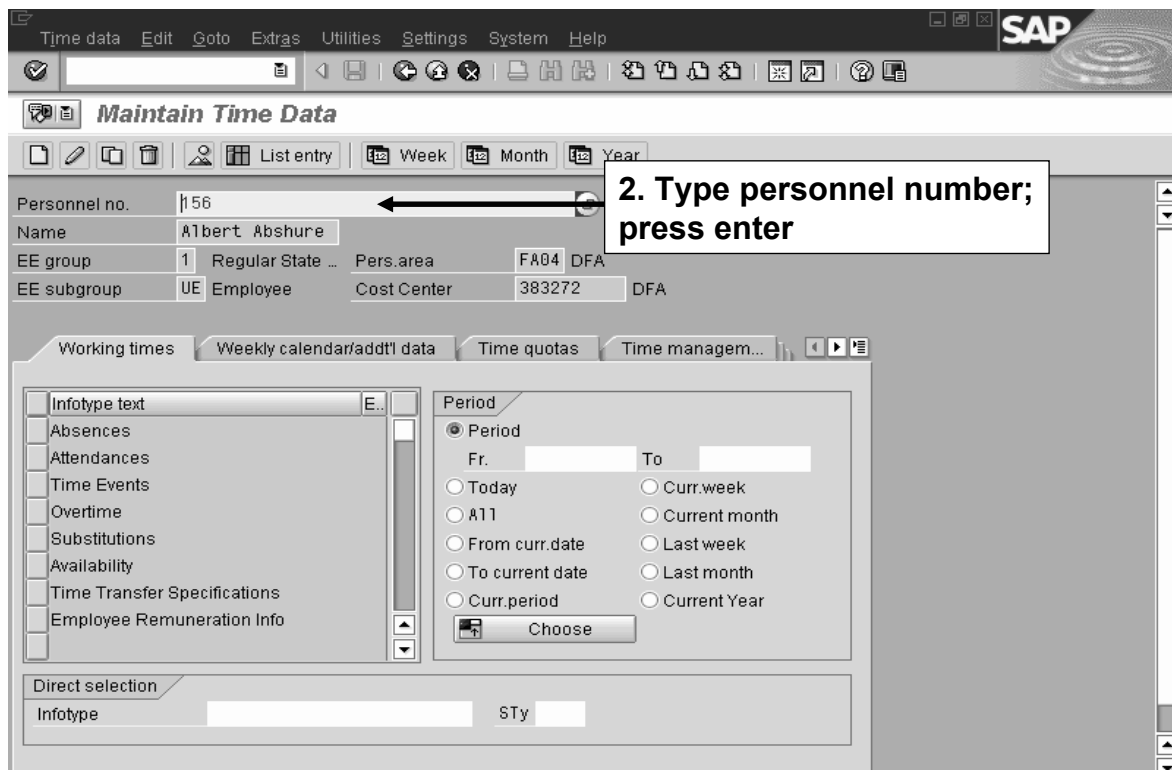


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6-60

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

Transfer Unused CAT Leave to Catastrophic Pool



Maintain Time Data

Personnel no. **2. Type personnel number; press enter**

Name

EE group Regular State ... Pers.area DFA

EE subgroup Employee Cost Center DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

☒ Period

Fr. To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Curr.period ☐ Current Year

Direct selection

Infotype STy

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09/16/04, Revised to V3

6-61

Always verify the employee's name before you process any master data changes.

Transfer Unused CAT Leave to Catastrophic Pool

The screenshot shows the SAP 'Maintain Time Data' interface. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The toolbar contains various icons for file operations and navigation. The main data area displays the following information:

Personnel no.	156		
Name	Albert Abshire		
EE group	1 Regular State ...	Pers.area	FA04 DFA
EE subgroup	UE Employee	Cost Center	383

Below the data area, there are tabs for 'Working times', 'Weekly calendar/addtl data', and 'Time qu'. The 'Time qu' tab is selected. On the left, there is a list of infotypes with '0613' selected. On the right, the 'Period' section shows 'Fr.' and 'To' dates both set to '09/01/04'. Below this, there are radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is also present. At the bottom, the 'Direct selection' section shows 'Infotype' as '0613' and 'STy' as '0613'. A small drop-down icon is visible next to the 'STy' field.

Annotations on the screenshot:

- 3. Enter desired date in the From and To fields**: Points to the 'Fr.' and 'To' date fields in the 'Period' section.
- 4. Type 0613 in the Infotype field**: Points to the 'Infotype' field in the 'Direct selection' section.
- 5. Click the drop-down icon**: Points to the drop-down icon next to the 'STy' field.

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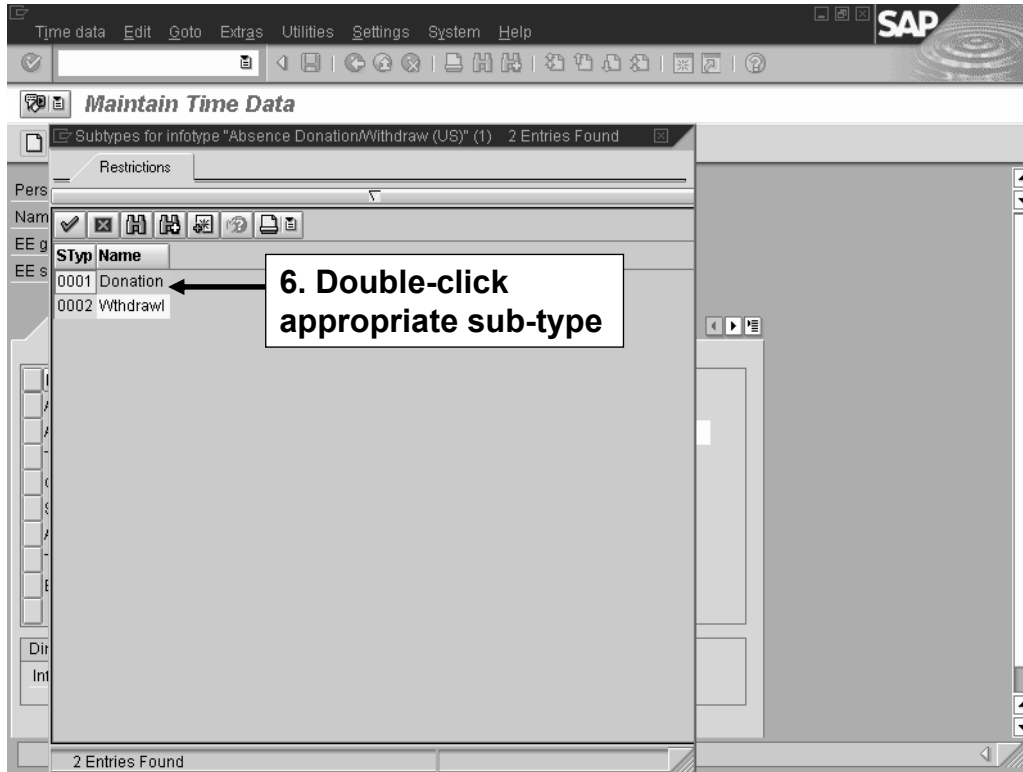
6-62

Use these steps to transfer unused catastrophic leave hours back to the catastrophic leave pool.

The date in the From and To field must be the same.

Infotype 0613 is Absence Donation/Withdraw (US)

Transfer Unused CAT Leave to Catastrophic Pool



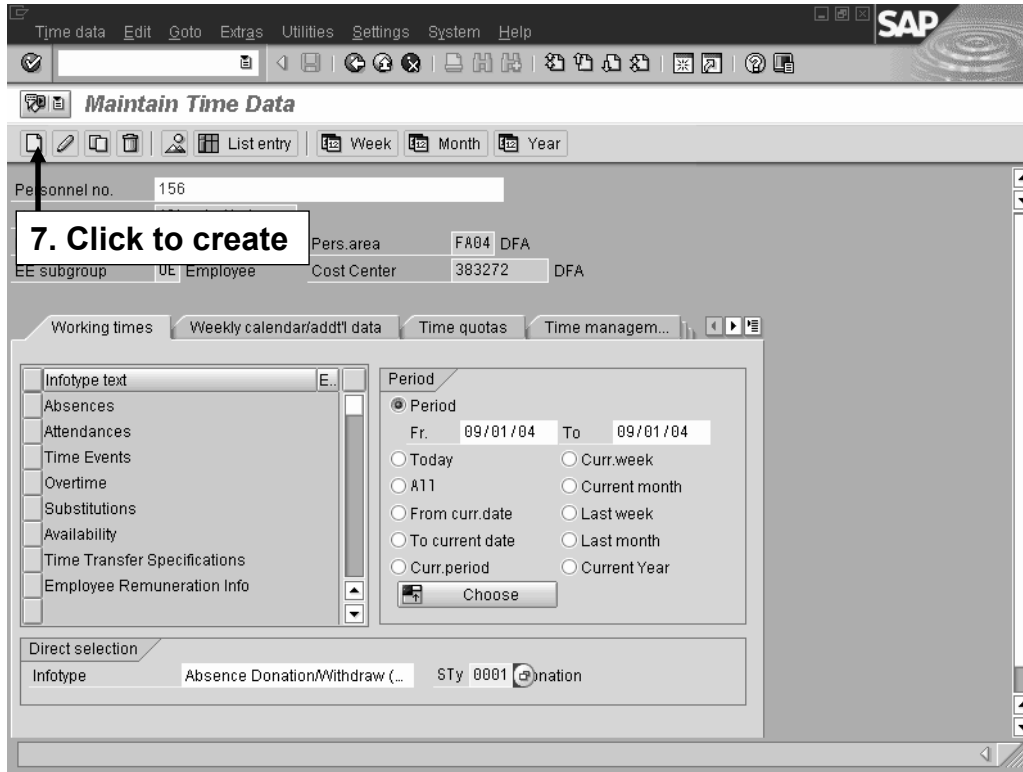
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09/16/04, Revised to V3

6-63

0001 Donation - will be used when employee desires to donate annual or sick leave; transfer unused catastrophic leave back to pool; transfer accrued annual and/or sick leave back to leave pool.

This action will reduce employees quota upon saving. A 0416 (Time Quota Compensation) infotype will also be created. This will not result in a payout to the employee.

Transfer Unused CAT Leave to Catastrophic Pool



The screenshot shows the SAP 'Maintain Time Data' window. The menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The toolbar contains various icons for document management and navigation. The main area is titled 'Maintain Time Data' and includes a 'List entry' button and view options for 'Week', 'Month', and 'Year'. The 'Personnel no.' field is set to '156'. Below this, a callout box with the text '7. Click to create' points to a document icon in the toolbar. The 'Pers.area' is 'FA04' and 'DFA'. The 'EE subgroup' is 'UE' and 'Employee'. The 'Cost Center' is '383272' and 'DFA'. The 'Working times' tab is selected, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' section has a 'Fr.' date of '09/01/04' and a 'To' date of '09/01/04'. Below this are radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is at the bottom of the period selection area. The 'Direct selection' section at the bottom shows 'Infotype' as 'Absence Donation/Withdraw (...)' and 'STy' as '0001' with a 'Donation' button.

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09/16/04, Revised to V3

6-64



Transfer Unused CAT Leave to Catastrophic Pool

SAP

Infotype Edit Goto Extras System Help

Create Absence Donation/Withdraw (US)

Personnel No 156 Name Albert Status Active
EE group 1 Regular State Em... Personnel ar FA04 DFA
EE subgroup UE Employee SSN 777-12-4757
Start 09/01/2004

Absence Donation/Withdraw (US)

Abs. quota type
Number/unit Annual Leave
Sick Leave
Employee Birthday
Catastrophic Leave

☒ Home Pool
Home Pool ID Dept of Finance and Admin N1

☐ Foreign Pool
Foreign Pool ID

☐ Employee
☐ Amount Related
Personnel no.
Target Abs. quota

☐ External Recipient
Ext. Person
Absence Quota Type

8. Click the drop-down icon and choose Catastrophic Leave

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09/16/04, Revised to V3

6-65



Transfer Unused CAT Leave to Catastrophic Pool

SAP

Infotype Edit Goto Extras System Help

Create Absence Donation/Withdraw (US)

Personnel No 156 Name Albert ... Status Active
EE group 1 Regular State Em... Personnel ar FA04 DFA
EE subgroup UE Employee SSN 777-12-4757
Start 09/01/2004

Absence Donation/Withdraw (US)

Abs. quota type ☒
Number/unit 40

9. Type number of hours

☒ Home Pool
Home Pool ID Dept of Finance and Admin N1
☐ Foreign Pool
Foreign Pool ID
☐ Employee ☐ Amount Related
Personnel no.
Target Abs. quota
☐ External Recipient
Ext. Person
Absence Quota Type



Transfer Unused CAT Leave to Catastrophic Pool

SAP

Infotype Edit Goto Extras System Help

Create Absence Donation/Withdraw (US)

10. Click to validate

11. Click to save

Personnel Data
Name: [Name] Active
State Em...: [State] Personnel no.: [Personnel no.]
EE subgroup: UE Employee SSN: 777-12-4757
Start: 09/01/2004

Absence Donation/Withdraw (US)
Abs. quota type: Catastrophic Leave
Number/unit: 40.00 Hours
☒ Home Pool
Home Pool ID: Dept of Finance and Admin N1
☐ Foreign Pool
Foreign Pool ID: [Field]
☐ Employee ☐ Amount Related
Personnel no.: [Field]
Target Abs. quota: [Field]
☐ External Recipient
Ext. Person: [Field]
Absence Quota Type: [Field]

Save your entries

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09/16/04, Revised to V3

6-67



Transfer Unused CAT Leave to Catastrophic Pool

The screenshot shows the SAP 'Maintain Time Data' window for employee Albert Abshire (Personnel no. 156). The 'Working times' tab is active, and the 'Period' sub-tab is selected. The 'Period' section shows the date range from 09/01/2004 to 09/01/2004. The 'Infotype text' list on the left includes 'Absences', 'Attendances', 'Time Events', 'Overtime', 'Substitutions', 'Availability', 'Time Transfer Specifications', and 'Employee Remuneration Info'. The 'Direct selection' section shows 'Infotype' as 'Absence Donation/Withdraw (...)' and 'STy' as '0001 Donation'. A status bar at the bottom indicates 'Record created'.

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 156
Name Albert Abshire
EE group 1 Regular State ... Pers.area FA04 DFA
EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
Fr. 09/01/2004 To 09/01/2004
Today Curr.week
All Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype Absence Donation/Withdraw (... STy 0001 Donation

Record created

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09/16/04, Revised to V3

6-68

The amounts will transfer back into the catastrophic leave pool upon saving.



Transfer Unused CAT Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help

Display Time Quota Compensation

DEMONSTRATION PURPOSES ONLY

Personnel No. [redacted]

EE group 1 Regular State Em... Personnel ar FA04 DFA

WS rule MF01 5x8 Mond... SSN 777-12-4757

Start 09/01/2004 Chg. 10/09/2004 DMHILL02

Comp. method 1800 Free Quota Compensation

Compensation specifications

Time quota type 08 Catastrophic Leave

Compensation rule 000

No. to compensate 40.00000

☒ Do not account

Compensation using default ☒

Manual compensation

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction
08	Catastrophic Leave	200.00000	Hours	40.00000	0.00000		0.00		<input checked="" type="checkbox"/> 08/02/2004

AASIS Support Center, Diane Hill
09/16/04, Revised to V3

6-69

Remember the hours listed is not a payout when the “Do not account” box is checked.